

Approved By: Kenneth Burton Chief of Police
CALEA 6th Edition Standard:

204 DEPARTMENT DIRECTIVES

204.1 PURPOSE AND SCOPE

Special Orders establish interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure. Special Orders will immediately modify or change and supersede sections of this manual to which they pertain.

204.1.1 SPECIAL ORDER PROTOCOL

Special Orders that modify sections of this manual shall be submitted to the City Manager for review. Special Orders may be incorporated into the manual, as required, upon City Manager approval. Special Orders that become inoperative with the passing of the incident or period for which they are written, and are not intended for nor will be included in the manual, should be tracked and acknowledged similar to policy revisions.

204.2.2 CHIEF OF POLICE

The Chief of Police or the authorized designee shall issue all Special Orders.

204.3 ACCEPTANCE OF SPECIAL ORDER

All employees are required to read and obtain necessary clarification of all Special Orders. All employees are required to acknowledge in writing the receipt and review of any new Special Order. Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Training and Recruitment Sergeant.